Subject:—'Intimation of the issue of crossed cheques by Local Bodies to be sent to Departmental Officers.'

COMPTROLLER'S OFFICE, BANGALORE.

Circular No. 120, *dated* 28*th May* 1928.

To

The Presidents of

Municipalities and District Boards.

It has come to the notice of the undersigned that, in respect of amounts due by Local Bodies to Government under standing rules and also for supplies made by Government Departments (*e.g.*); Pensionary Contribution, Contribution on account of Local Fund Dispensaries and Veterinary Institutions, value of medicines supplied by the Medical Stores, value of Vaccine lymph supplied by the Vaccine Institute, etc., crossed cheques on treasuries are not issued by Local Bodies, soon after the receipt of requisitions therefor, and even in cases where crossed cheques are issued, intimations thereof are not sent to the officer of the Government Department whose claims are settled. Delay and absence of such intimation causes much inconvenience to the creditor departments and result in their demand registers remaining incomplete. The Local Bodies are therefore requested to arrange for the payment of such dues promptly, and simultaneously with the issue of crossed cheques, to send intimations thereof (containing full details as regards (i) Requisition number and date, (ii) Bill No. and date, (iii) Nature of payment and (iv) period to which it relates, etc.); to the Officer of the Government Department at whose instance crossed cheques are issued and whose claim is settled. Special care may be taken to send without omission, such intimations, to the Superintendent, Medical Stores (for payments on account of medicines supplied to Local Fund Dispensaries) and to the Superintendent, Vaccine Institute (for payments towards value of Vaccine lymph supplied to Local Bodies) as they are necessary, to enable these officers, who are responsible for the recovery of such dues, to post and keep up-to-date, the demand registers maintained by them.

S. SHAMANNA,
Comptroller.